Position:	**Satellite Librarian - U.S. Virgin Islands**
Position Type:	Full-time, 40 hours per week.
Salary Range:	Expected starting salary: $38,575-$48,223 (plus 20% cost-of-living differential) - depending on experience, salary history, and qualifications.
Closing Date:	Consideration of applications begins July 25; continues until position filled.
Location:	U.S. Virgin Islands (St. Croix and St. Thomas.)

Representative Duties and Responsibilities
– Manages, administers, and evaluates library services within the district. .
– Establishes internal operating policies and procedures to meet library program goals.
– Provides research and reference services to court personnel and other clientele.
– Compiles legislative histories and other documents using both print and computer-based research methods.
– Oversees the CALR program for the district including arranging training sessions.
– Recruits, interviews, recommends selection, and trains library personnel as necessary.
– Designs, coordinates, and conducts library user training and orientation programs.
– Oversees local technical services including materials processing, serials check in, and binding.
– Produces receipting reports and other reports using SIRSI.

Qualification Requirements
– M.L.S. degree or equivalent from an ALA-accredited library school.
– Law library experience, computer and supervisory skills. SIRSI knowledge desired but not required.
– Strong analytical, written, and oral communication skills.
– Applicant must be a United States citizen or eligible to work for the federal government.
The substantial amount of interpersonal communication necessary to fulfill the duties and responsibilities of the position require the candidate to manifest the highest degree of professionalism, poise, courtesy, and tact at all times..

A cover letter with resume and references should be submitted to:

Deputy Circuit Librarian   Fax: 267-299-5110
1609 U. S. Courthouse   Internet: shirley_harrison@ca3.uscourts.gov
601 Market Street
Philadelphia, PA 19106

Equal Opportunity Employer